

5011 - POLICE OFFICER - CERTIFIED

NATURE OF WORK

General police functions in the prevention of crime, protection of life and property and apprehension of criminal offenders, through the enforcement of laws and ordinances and the maintenance of community order through the performance of numerous human services, as well as providing general information and assistance to the public.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Patrols and prevents crime and answers a wide variety of calls and complaints and arrests those engaged in any violation of a criminal law or ordinance;
Maintains community order by responding to calls and situations which may escalate from minor disputes, (social crises, or personal problems) to community disorders and resolves these insofar as possible, through application of personal skills or through referral to proper social agencies;
Enforces traffic laws and investigates traffic accidents;
Directs traffic, participates in canine and harbor patrol duties and assignments;
Answers questions asked by the public and gives directions;
Issues summonses and warnings and serves subpoenas and warrants;
Assists in controlling crowds; testifies in court; checks doors and windows of commercial establishments after closing hours;
Performs duties and assignments in coordination with the Detective Division and investigates crimes;
Participates in Civil Defense programs;
Prepares reports and records of prescribed duties;
Acts as a school or community resource officer; utilizes firearms, communication equipment, electronic detectors, audiovisual equipment and the like;
Works at Complaint Desk screening requests for service and answering telephone, dispatch police vehicles;
Performs various clerical and administrative tasks, as required;
Oversees custody, care and control of prisoners when assigned jailor duties;
Explains laws, ordinances and general information to citizens;
Conducts investigations at the scene of a crime or accident, gathers, preserves and correlates evidence, locates witnesses, issues citations, or makes arrests;
Serves as a Field Training Officer, Training Officer or Range Master;
Coordinates school guards and auxiliary police; transports and receives property, evidence and prisoners;
Advises and counsels elderly and indigent persons;
Maintains daily activity logs; maintains surveillance of known criminals or persons suspected of criminal activity; interrogates suspects; prepares cases against suspect; investigates cases of juvenile delinquency and submits reports to juvenile court; assists in the supervision of juveniles held in custody; coordinates and functions with other operational units and functions as a part of such unit when assigned; Performs related tasks as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Ability to comprehend and retain knowledge of various fields relative to the police function, including but not limited to interrogation, criminal law, laws of arrest, search and seizure, rules of evidence and court procedures;

Ability to interact and inter-relate with people and help in the resolution of their collective and individual problems;

Ability to understand and carry out complex oral and written instructions;

Ability to work effectively in emergency situations and under little direct supervision;

Skill in the use and care of firearms; ability to analyze situations quickly and objectively, to determine proper course of action and to prepare reports;

Ability to communicate effectively both orally and in writing; good social and general intelligence and emotional stability;

Ability to establish good working relationships with fellow employees, the general public, and other agencies; knowledge of first aid techniques;

Ability to obtain knowledge of City geography;

Knowledge of practical public and human relations;

Ability to perform simple mathematical computations and reason logically; willingness to work various shifts and be on 24-hour call;

Ability to develop sources of information and referral; and ability to work in a potentially hazardous environment.

MINIMUM REQUIREMENTS

Must meet one of the following criteria:

- Have a State of Florida Basic Law Enforcement Certification-active and in good standing; or
- Have completed Basic Law Enforcement Training and received PASSING results in all sections of the State Certification exam; or
- Have a State of Florida Corrections Cross Training Certification or Compliance Certification; or
- Be currently attending a Basic Law Enforcement Training Academy.

Be at least 19 years of age, and be a standard high school graduate or its "equivalent" as the term may be determined by the Criminal Justice Standards and Training Commission (CJSTC). Fla. Stat. 943.13 (1) and (3).

Be a United States citizen prior to appointment. Fla Stat. 943.13(2). Applicants who are not United States citizens must have applied for citizenship by application closing date.

Complete a course of basic recruit training approved by the CJSTC unless exempt and achieved an acceptable score on the officer certification exam in accordance with Florida Statutes. Fla Stat. 943.13(9) and (10).

Comply with Section 943.135, Florida Statutes, and CJSTC continuing training and

education requirements. Fla. Stat. 943.13(11).

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must have physical capability to pass police physical agility entrance tests. Must have physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time; to bend, accessing attics, crawl spaces, and other recesses of buildings; operate motor vehicle for long periods of time; to subdue persons resisting arrest; to move a disabled or combative individual. Ability to swim.

SUPERVISION RECEIVED

General and specific assignments are received as to beats or detail, and work is normally performed under supervision as required with some latitude for the use of independent judgment in the selection of work methods and procedures, subject to close review for compliance with the departmental standards and objectives, through reports, personal inspection and discussion.

SUPERVISION EXERCISED

Usually none.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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